

**Central Wisconsin Community Action Council, Inc.**

**EPF&A Committee Meeting Minutes**

**October 13, 2017**

**Present:** Dave Singer, Donna Maly, Charlie Krupa, and John Earl

**Excused Absence:** Muriel Harper

**Staff:** Fred Hebert, Kari Labansky, and Donna Lynch

**Guests:** None

1. John Earl called the meeting to order and roll call was taken with four members present.
2. Motion passed by unanimous vote approving the agenda and minutes of the September 15, 2017 EPF&A Committee meeting.
3. We are reviewing the part-time staff position at the Beaver Dam office.
4. Kari presented the Finance Report including 2018 budgets for the Employment & Training Unit, Car Loan Program, and Weatherization; the rest of the budgets will be presented at the November EPF&A meeting and to the full board in December. Motion passed by unanimous vote approving the Finance Report with thanks to Kari.
5. Committee members reviewed the resolution which reads, "**WHEREAS:** Kenwood Apartments severely needs a new roof; and **WHEREAS:** HUD has authorized using only \$15,000 of our \$23,000 replacement reserve; and **WHEREAS:** Roof replacement best bid is \$32,000; **Now there for let it be resolved:** Kenwood Properties, Inc. needs to borrow \$17,000 and the President of the Board is authorized and seeks borrowing \$17,000 for completion of the roof replacement and the President of Kenwood Properties, Inc. is authorized to borrow \$17,000 from Central Wisconsin Community Action Council, Inc. at the lowest possible interest rate; and further **Resolve**, that authority be vested in the President to sign all necessary and required documents for the borrowing transaction." After discussion, motion passed by unanimous vote approving the resolution for full board approval with the revision of adding "...President **of the Kenwood Board** to sign...".
6. Plans are underway to renovate the Beaver Dam Warehouse/Garage to accommodate our new Commodity Supplemental Food Program. Since the \$10,500 grant funding had to be spent by September 30<sup>th</sup>, we sent a check to Kurt Mead and he will begin the project. The Weatherization cube van will be used to distribute boxes of food to our food pantries. Motion passed by unanimous vote approving the \$10,500 expenditure for renovation of the Beaver Dam Warehouse/Garage.
7. Fred updated the committee on pending legal action by a Wyona Lake Apartments resident regarding non-renewal of her lease. He is working with her attorney and agreed that she could stay until she found somewhere else to live or until the end of November.
8. Committee members reviewed the Agency Strategic Plan. After discussion, suggestions were made to make this a five year plan and review it annually to re-prioritize as needed. This will be an on-going process.
9. The John Wenum Family Apartments is nearly complete with the Grand Opening planned for Friday, November 10<sup>th</sup> in Mauston immediately following combined committee meetings.

10. The State has denied our HOME application for the Charlie Krupa School View Senior Village. Fred has sent a draft letter of appeal to the Section Chief requesting a meeting to discuss and received an email saying they will get back to us after they've had a chance to review and discuss. No word was received as of today. Motion passed by unanimous vote approving that the letter of appeal be sent with copies to our State Representatives and the Secretary of Administration.
11. Dave Singer volunteered to chair an Ad Hoc Committee for the Executive Director's Performance Evaluation and Compensation Review. John Earl will ask for committee volunteers at the full board meeting in October.
12. Committee members reviewed and approved the updated Agency Organizational Charts and asked that the final copy be sent to the full board.
13. The October Board Meeting will be held at the new Columbia County Administration Building in Portage on October 25<sup>th</sup> beginning at 10:00 am; we will walk to Corner Pocket for lunch. Fred will invite the Columbia County Board Chair, Vern Gove, to our meeting.
14. New CSBG standards require a way for us to collect and report data; therefore we have signed a contract with CAP60 for a data management system. Motion passed by unanimous vote approving the expenditure for CAP60 in the amounts of \$3,000 for training and \$5,400 annually.
15. Fred and other Community Action Agency representatives attended a meeting on Monday, October 9<sup>th</sup> with Congressman Paul Ryan.
16. Meeting Adjourned – Next Meeting – November 10<sup>th</sup> at 10:00 am in Mauston – The John Wenum Family Apartments Grand Opening will immediately follow